

Controller

The Company

ProGlobalEvents and ProExhibits are full-service event management firms that develop, design and produce extraordinary corporate events and tradeshow exhibits that ensure our clients' success. As a premier Silicon Valley Company, we work with both emerging and established brands. We produce world class experiential events, exhibits, conferences and digital experiences by utilizing a highly skilled and creative team augmented with a broad range of resources and alliances. During the pandemic we utilized our creative talent to design a digital platform for events and conference called BeyondLive. Check out our web sites and join our amazing and talented team!

The Position

We are looking for an experienced Controller to oversee general accounting operations by controlling and verifying our financial transactions.

Responsibilities:

- Comfortable handling responsibilities beyond formal job duties
- Manage monthly and annual close of income statement and balance sheet, the reconciliations of accounts, and General Ledger analysis
- Lead the operations of the finance department which includes accounts payable, billings & collections, and payroll
- Work closely with executive team and partners to ensure that firm-wide operation is efficient and effective
- Check deliverables of self and team to certify they meet stakeholders expectations
- Manage the timing for monthly billing and other cash management techniques to make sure cash collection is on time
- Manage the creation of and monthly monitoring of the annual budget and forecasts
- Give financial reports to executive committee and partners each month
- Evaluate, apply and refine policies, procedures, controls and most methodologies
- Support Finance Department initiatives, such as software and systems implementation and other departmental or firm-wide improvements, with research, planning, and implementation, as required
- Prepare cash-flow reports, projecting cash needs at weekly and monthly intervals, daily cash management

Requirements:

- Experience working in a dynamic and changing company environment a plus
- Excellent attention to detail
- Ability and willingness to meet business critical deadlines
- 10+ years of progressive accounting experience, including as a Controller preferred
- Able to build and deliver effective presentations to audiences with wide-ranging backgrounds
- BA/BS in Accounting, Finance, Economics or other business related field
- Strong analytical, communication, and leadership skills
- CPA/MBA preferred
- General familiarity with manufacturing
- Adeptness in general ledger
- Monthly Financial Statements experience
- Manufacturing Cost Accounting experience highly preferred
- Demonstrated knowledge of financial reporting

- Earlier work involving Microsoft Excel
- Solid understanding of month end closings
- Budget forecasting experience highly desired
- Practical knowledge of Year-end Reviews
- Financial statement preparation experience
- Knowledge of account analysis
- Excellent written/verbal communication and organizational skills
- Outstanding technology, analytics and management experience required
- Self-starter, ability to identify issues and resolve problems
- Knowledge of Intuit QuickBooks a must

Compensation & Benefits

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Flexible Savings Account
- Health Savings Account
- Company paid Life Insurance
- Company paid Long and Short Term Disability
- 401K Plan
- PTO
- On-site Gym

To apply, contact us at recruiter@proglobalevents.com or call us at 877-606-6150